

Cerebos – Electronic documentation

Cerebos Foods Australia is a company that exports a wide range of food products and has streamlined its administration by using new electronic systems to complete and lodge its export documentation.

System used by Cerebos

Cerebos Foods Australia uses an accounting system called **Movex**. This system is used by accounts payable/receivables, as well as for working out its production requirements.

OZDOCS is another program that is used only by the Export Department. Part of this program is linked directly with the Customs Department computer in order to obtain Export Clearance Numbers (ECN's). Without an ECN no product leaves Australia. This **OZDOCS** system also allows Cerebos to process a **tax invoice** or **commercial invoice**.

Cerebos Foods distributes their products to:

- **Agents** – who buy large quantities of Cerebos products and then sell them to a number of smaller businesses in overseas markets and
- **Direct customers** – large individual businesses overseas that buy Cerebos products directly.

Documentation flow

Below is a break down of what documentation is required by both **agents** and **direct customers**.

Agents:

- The **order** is entered into the **Movex** system.
- A **Forwarding Instruction Sheet (FIS)** is faxed through to the Cerebos warehouse.
- Warehouse workers to **load** the order onto pallets.
- The order is **delivered** to the designated freight forwarder – a company that looks after goods between the exporter's warehouse and boarding the ship. They arrange transport, processing and loading.
- The designated freight forwarder **consolidates** the load into containers for each market – they pack one load in a container and sometimes consolidate (combine) a number of small loads from different businesses to fill one container.
- A **tax invoice** is processed through the **OZDOCS** system. When an **agent** has bought the order, the agent becomes the owner of the goods and is responsible for shipment and insurance. Cerebos only needs to enter information about when the goods will arrive at the final destination and not who the end user is.

Direct Customers:

Most direct customer's orders are based on either Full Container Loads (FCL's) or airfreight consignments. It is not common for direct customers to ship an amount that is Less than a Container Load (LCL).

- The order is entered into **Movex**.
- Because of the quantities involved Cerebos needs a **lead time** ('delivery' time between the placing of an order and the receipt of the goods overseas) to ensure that customers receive their shipment in full and on time.

- An **Export Container Note (ECN)** is required for all Full Container Load (FCL) quantities.
- Cerebos loads the container and delivers it to the wharf,
- Cerebos delivers an **Export Receival Advice (ERA)** with the container stating the container or seal number
- The container or seal number is marked off the ship's manifest (a list of the goods carried by the ship) listing it as being on board the vessel.

Each country and customer has their own requirements and these might include the following:

- A **Commercial Invoice** is required instead of a **Tax Invoice**
- The **original Bills of Lading** (customer may require 2 originals and 1 copy)
- An **Insurance Certificate** is required when goods are shipped under Cost, Insurance and Freight (CIF) basis. CIF means the exporter pays all these costs.
- **AQIS** (Australian Quarantine and Inspection Service) **certificates** are required for certain products into PNG and Korea, for example, Pepper Steak into Korea and any Chicken or Egg products shipped to PNG.
- **Certificates of Origin** are required when shipping to Saudi Arabia and they must be endorsed (signed as accurate) by the Saudi Embassy in Australia.
- When a customer is paying by a **Letter of Credit** (a document issued by a bank guaranteeing a client's ability to pay for goods or services) or **Draft** (an unconditional order to make a payment in accordance with certain terms) the original copies of those documents must go directly to the exporter's bank and not the exporter until the customer has accepted the goods.

Future electronic documentation

We are unlikely to see full global electronic documentation for a number of years, as some countries' regulations require either the customer or the bank to have the stamped **original** documents.

You can see the products that Cerebos exports at www.cerebos.com.au/products/export.asp.

Documentation flows:

